

Performance Management Appraisal Tools

Healthy Practices

APNA has produced a suite of resources to help general practices employ nurses and optimise their role in the general practice setting. Fulfilling these aims will help build Healthy Practices that deliver positive outcomes for their communities through nursing skills and expertise.

The aim of performance management is to regularly review and assess an employee's performance against relevant performance targets. This can be facilitated through self-assessment, peer assessment and employer assessment.

Performance targets are often drawn from the nurse's position description, but can also come from the practice's business plan or from the *Competency Standards for Nurses in General Practice*. It is up to the practice and nurse to jointly determine and agree on the performance targets. It is also important that these targets are transparent to all concerned.

Performance management can provide an opportunity to identify professional development needs. Meeting these needs can involve training, formal courses, mentoring or career planning. The process can also prompt a formal acknowledgement of achievements, which could result in increased employee satisfaction and assist the practice in retaining their services.

A performance appraisal tool can be used to provide a consistent approach to performance management and

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document performance review and development needs. This can help formalise the performance targets and the requirements for achievement.

It is a good idea to initiate the performance review process in the second or third week of employment. Further reviews can then be scheduled according to the practice's needs. However, holding regular, brief meetings can support the nurse with feedback and information, particularly during their orientation to the practice. Setting an annual review date is recommended as it allows both the employer/supervisor and the nurse to prepare beforehand.

- Assessment templates are part of the Australian Nursing and Midwifery Federation's *Competency Standards for Nurses in General Practice* and can be located at: anmf.org.au/pages/competency-standards

www.apna.asn.au www.healthypractices.apna.asn.au

Australian Primary Health Care Nurses Association (APNA)
Level 2, 159 Dorcas Street
South Melbourne 3205

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